

# TOWN OF MILFORD - JOB DESCRIPTION

<b>JOB TITLE:</b>	Operator – Wastewater Department	<b>GRADE LEVEL:</b>	15
<b>CLASSIFICATION:</b>	Non-exempt	<b>DEPT:</b>	WUD
<b>CREATED:</b>	10/2004	<b>REV DATES:</b>	02.06.2017

<b><u>Job Description:</u></b>	Performs a variety of semi-skilled and skilled functions in the operation, maintenance and repair of wastewater treatment facilities and collection systems.
<b><u>Accountability:</u></b>	Reports to the Operations Foreman – Wastewater Treatment Facility
<b><u>Equipment Used:</u></b>	Equipment utilized but not limited to includes: hand and power tools, light trucks, dump truck, compost screener, front-end loader, analysis and testing equipment, lawn mowers and trimmers, chain saw, snow blower, hydraulic snow plow, portable pumps and generators, drill press, welder, copy machine, hand-saw, pipe threader, cement mixer, jack hammer, mechanical sewer rodder, high pressure flusher, pressure washer.
<b><u>Environment:</u></b>	<b>Inside:</b> <u>50</u> % <b>Outside:</b> <u>50</u> %

## Duties and Responsibilities:

<p><b>Note:</b> Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<ol style="list-style-type: none"> <li>1. Develops, maintains and upgrades operations programs and procedures.</li> <li>2. Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump station; records statistical data concerning plant operations, maintains accurate records of working logs.</li> <li>3. Starts up and shuts down components of wastewater treatment processes as required.</li> <li>4. Samples process streams and performs required lab analyses in accordance with current procedures.</li> <li>5. Assures plant operations are within required standards, reports abnormalities to the Operations Foreman through established procedures.</li> <li>6. Trains lesser skilled operators in acceptable methods and procedures to assure proper treatment.</li> <li>7. Calibrates, modifies or repairs instrumentation and control equipment including recorders, flow meters and other water quality monitoring equipment.</li> <li>8. Operates dewatering and sludge mixing equipment, such as the belt filter press and composting equipment, in the operation of the biosolids treatment process.</li> <li>9. Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and maintain proper flow and treatment process.</li> <li>10. Detects and reports safety hazards and faulty equipment operation. Takes necessary action in the event of an emergency.</li> <li>11. Maintains the drawings and schematics of process systems in the treatment plant.</li> <li>12. Performs custodial maintenance and general upkeep of facility equipment, buildings, and grounds as required.</li> <li>13. Serves on various employee or other committees as assigned.</li> <li>14. Monitors performance of treatment facility equipment and recommends changes to optimize performance.</li> <li>15. Performs maintenance and repairs to the wastewater collection system as required.</li> <li>16. Performs other duties as assigned.</li> </ol>
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## Physical Activity Requirements:

### Frequently, Occasionally, Seldom, Rarely or Not Required

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>	<u>OTHER PHYSICAL CONSIDERATIONS</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>	
LIFT up to 10 lbs.:	X					Twisting	X					
LIFT 11 to 25 lbs.:	X					Bending:	X					
LIFT 26 to 50 lbs.:	X					Crawling:				X		
LIFT over 50 lbs.:	X					Squatting:		X				
CARRY up to 10 lbs.:	X					Kneeling:		X				
CARRY 11 to 25 lbs.:	X					Crouching:		X				
CARRY 26 to 50 lbs.:	X					Climbing:	X					
CARRY over 50 lbs.:	X					Balancing:		X				
REACH above shoulder height:	X					<u>WORK SURFACE(S)</u>						
REACH at shoulder height:	X					Standard office desk and chair. Concrete and tile floor. Laboratory counter tops, aluminum grating, steel catwalks.						
REACH below shoulder height:	X											
PUSH/PULL:		X										
<b>HAND MANIPULATION</b>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>N</u> <u>R</u>	<u>DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:</u>						
Grasping:	X					<b>Consecutive Hours</b>		<b>Total Hours</b>				
Handling:	X					1 2 3 4 5 6 7 8		1 2 3 4 5 6 7 8				
Torquing:	X					Sit	<u>1-2</u>		<u>1-2</u>			
Fingering:	X					Stand	<u>1-2</u>		<u>3-4</u>			
Controls and Equipment:	X					Walk	<u>1-2</u>		<u>2-3</u>			

#### Controls & Equipment:

- Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.
- The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions; audible alarm recognition.
Sight:	Necessary to perform job functions effectively and correctly; warning light recognition; recognition of data of various meter data output
Tasting & Smelling:	Necessary to detect smoke, fumes and leaks.

## Specific Vocational Preparation Requirement(s):

Short demonstration only	Any "beyond short" demonstration up to and including 30 days.	30-90 days
91-180 days	181 days to 1 year	<b>X</b> 1 to 2 years

	2 to 4 years		4 to 10 years		Over 10 years
<b><u>Required:</u></b>	High school diploma or equivalent. Valid NH Class B driver's license;				
<b><u>Experience</u></b>	Two (2) years of experience in the operation and maintenance of wastewater treatment facilities; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.				
<b><u>Supervisory experience:</u></b>	n/a				
<b><u>Licensure/Certification Requirements:</u></b>	NH Grade II Wastewater Treatment Certification or ability to obtain same within one (1) year of employment.				
<b><u>Other Training, and/or related Skills</u></b>					

### Summary of Occupational Exposures:

#### **Summary of Occupational Exposures:**

Exposure elements include, but are not limited to: acids and bases, compost (dust and fungus), cleaning compounds, confined spaces, electrical shock, elevated noise levels, hydrogen sulfide, polymer, potassium permanganate, raw sewage, septage, screenings, sodium hydroxide, sodium hypochlorite, sludge (primary and secondary), ultraviolet light, zinc orthophosphate, computer terminal, copy machine.

### Other Considerations and Requirements:

#### **Other Considerations and Requirements:**

- ✓ Requires ability to be available to work nights, weekends, holidays, and be on-call for a periodic seven (7)-day rotation.
- ✓ Must be able to operate Supervisory Control and Data Automation (SCADA) System.
- ✓ Requires the ability to understand the basic physical, chemical, and biological principles of wastewater treatment.
- ✓ Must be able to follow oral and written instructions.
- ✓ Must be dependable, responsible, conscientious, and strive to continually improve skills and knowledge relating to the wastewater field.
- ✓ Must possess interpersonal skills for effective work environment.
- ✓ Must be able to work with minimal supervision.
- ✓ Must be able to exercise independent judgment.
- ✓ Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments.
- ✓ Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.

**I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.**

**Signature**

**Date**

This job description was reviewed and approved by Dept Manager and HR on

2/2017